



Odyssey CMS Cheat sheet

Topic: Adding a Case – Request for trial *de novo*

Date: 8/3/2016

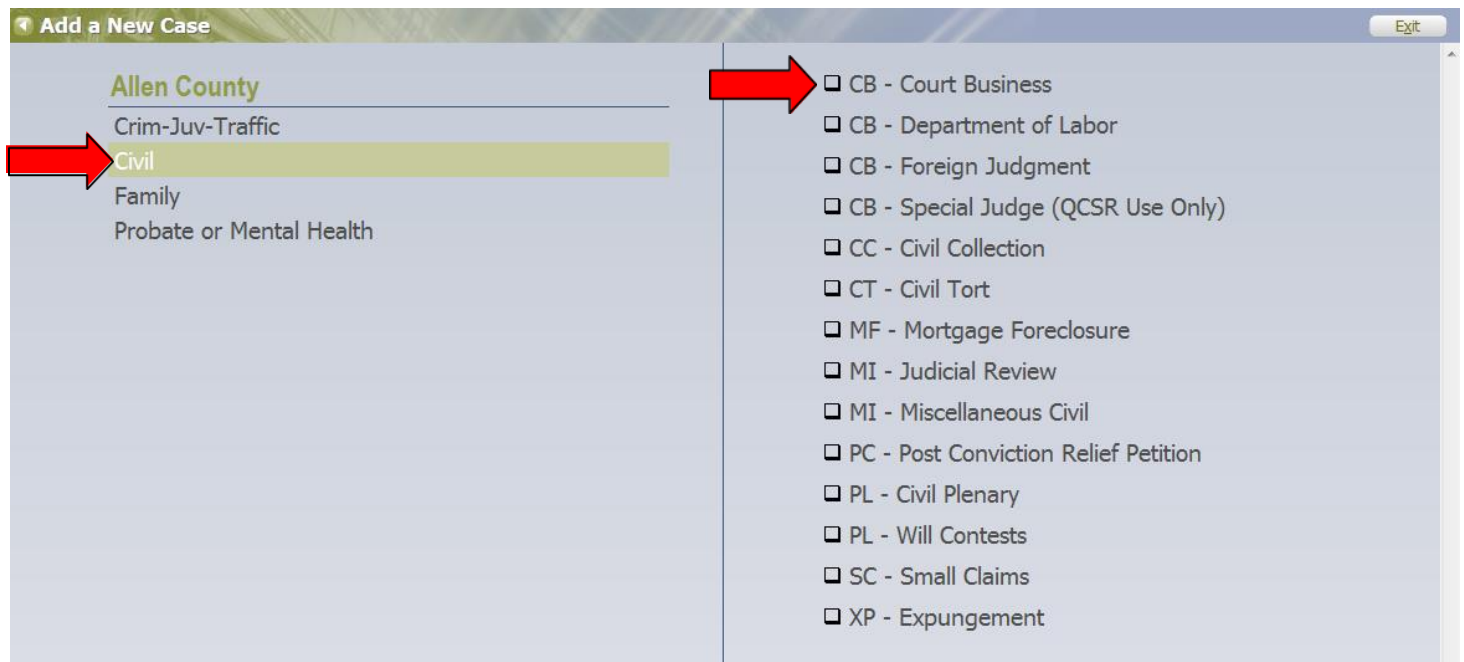
SUMMARY: This cheat sheet explains how to add a case in Odyssey Case Manager when a request of trial *de novo* has been filed. It follows the *Indiana Rules of Court, Rules of Trial De Novo*. Please refer to the *Trial Court Administration Manual for Judges and Clerks – Procedural Issues Trial De Novo Rules*, if there is any question about this process (<http://www.in.gov/judiciary/admin/files/pubs-trial-court-trials-de-novo.pdf>).

IMPORTANT: Odyssey is software owned by Tyler Technologies, Inc. Any screenshots of Odyssey may contain proprietary information that should not be disclosed to non-Odyssey users.

Trial de Novo Following an Infraction Violation Judgment, an Ordinance Violation Judgment, or a Misdemeanor Trial in a City or Town Court

When a defendant requests a trial *de novo* following a trial in the city/town court – for an infraction, ordinance violation, or misdemeanor – the circuit court clerk of the county can either accept or deny the request, based on the filing and deadline requirements as outlined in the Trial de Novo Rules (“Rules”). If the request is properly submitted and meets the requirements set forth in the Rules, the steps below should be followed for creating a case in Odyssey. The case will initially be docketed as a court business (CB) case type until the prosecutor or municipal counsel files a duplicate summons and complaint, as required by Trial de Novo Rule 2(E).

1. From the Case Manager home screen click on the **Add a Case** link → select the **Civil** case category and the **CB – Court Business** case type.





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- This will take you to the **Detail** tab of the new case. Notice that the fields for the **Style** (case caption) and the **Judicial Officer** are empty. These will need to be manually entered/selected. Select the judicial officer without the SJ in the suffix. For a trial *de novo* infraction or ordinance violation, it is assigned to a circuit or superior court with jurisdiction over infraction or ordinance violation proceedings according to the county's case allocation plan. For a trial *de novo* misdemeanor, it is assigned to a circuit or superior court in accordance with the county criminal case assignment plan. Also, you can add the original cause number for reference purposes in the **Case Cross Reference Numbers** field (if it is a NON-Odyssey city/town court), OR the **Related Cases** section (if it is an Odyssey city/town court) – this is optional though.

The screenshot shows the 'Add a New Case' form in the Odyssey CMS, specifically the 'Detail' tab. The form is for a case titled 'State of Indiana v. Cruella De Ville'. The 'Style' field is empty, and the 'Judicial Officer' dropdown is also empty. The 'Case Assignment' section shows 'System Assigned' and 'Allen County'. The 'Case Cross Reference Numbers' section has a 'Number' field and a 'Type' dropdown. The 'Case Status' section shows 'Decided' and a date of '05/10/2016'. The 'Related Cases' section is at the bottom, with a red circle around the '+' button. Red arrows point to the 'Style' field, the 'Judicial Officer' dropdown, the 'Case Cross Reference Numbers' section, and the 'Related Cases' section.

- Navigate to the **Parties** tab to add the party and attorney information. Click on the yellow **Add Party** link. Select the radio dial *All Types* and select the appropriate party type. You can search for a party by clicking on the magnifying glass, or clicking on the *New* button to enter a new party record. When entering the Plaintiff party for the State of Indiana party record, refer to step #4.

The screenshot shows the 'Add a New Case' form in the Odyssey CMS, specifically the 'Parties' tab. The form is for a case titled 'State of Indiana v. Cruella De Ville'. The 'Add Party' link is highlighted with a red circle. A modal window titled 'Add Party Connection' is open, showing 'All Types' selected and 'Plaintiff' as the connection type. The modal window also shows a 'Party' field, a date of '05/10/2016', and a 'Reason' dropdown. The 'Add Party' link is highlighted with a red circle.



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- To enter the State of Indiana party record for the Plaintiff party type, you will select the magnifying glass like you typically would to search for any party record. However, instead of entering the name of State of Indiana in the search field, you will enter the *Person ID* number so that you will only get one party record back, rather than 50+ party records. The *Person ID* number for the State of Indiana is 102, and you will click on the underlined State of Indiana to input into your case.

Party Search Results | Records 1 - 1 of 1

Address	Phone	Description
State of Indiana	Person ID 102	Party ID 1

<< Back Next >> Refine Search Exit Add Party

- To add an attorney to a party right click on the name of the party (blue link) and select *Add Attorney*. Or click the yellow *Add Attorney* link. When finished you can now click on *SAVE* in the top right corner of the screen.

Party & Attorney Information

Party	Attorney
Defendant	De Ville, Cruella
Plaintiff	State of Indiana

Add Party Add Attorney

Add an Attorney

Party: **State of Indiana**

☐ Mark Pro Se

Attorney: [Richards, Karen, Elizabeth](#)

Type: **Prosecutor**

☐ Appointed ☐ Public Defender

Added: **05/10/2016**

Removed:

Reason:

Comment:


Make Lead Continue Exit



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6. The Case number dialog box will now appear with your case number. From this box you can now select *Edit Case*. You will be directed into the newly created matter to enter the Events for the corresponding pleadings, as well as the required surety bond or cash deposit (alternatively, an Affidavit of Indigency can be filed in lieu of a bond or cash deposit).

7. The clerk will use the CB case to:

- issue the notice to the city or town court required by Trial de novo Rule 2(F)(1) or Rule 3(F);
 - issue the notice required by Trial de Novo Rule 2(E) to the municipal counsel, or to the prosecutor per Trial de Novo Rule 3(E);
 - deposit the judgment (for an infraction or ordinance violation) or the fine/payment (for a misdemeanor) made by the Defendant to the city of town, if any;
 - the city/town court will send the payment/judgment to the circuit court clerk, after deducting the city/town court costs and fees
 - the judgment or fine/payment will be held by the circuit court clerk pending the outcome of the trial *de novo* and will apply it to any judgments imposed by the *de novo* court
 - deposit the required surety bond or cash deposit per Trial de Novo Rule 2(D) or Rule 3(D);
 - the bond must be in an amount that is sufficient to cover the *Trial de Novo* court costs and the city/town court costs (if not already paid previously)
 - the defendant will be refunded the remaining balance after all costs/fees (if any) have been satisfied
 - and, the judge may also issue notices to the prosecutor or municipal counsel if he or she misses the 15 day deadline to file the duplicate summons and complaint from the CB case.
8. Now that you are in the new case, navigate to the **Events** tab and enter the pleading(s) filed by the Defendant as well as the notices that the clerk's office will send to the city/town court and prosecutor/municipal counsel. To enter events, click on the plus sign icon.  If the Defendant opted to file an *Affidavit of Indigency* this would also be added in the Events tab. However, if they provided a surety bond or cash deposit that will handled on step #9 below. Please refer to the [Events Overview](#) cheat sheet for any questions on entering events. (screen shot on following page)



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02C01-1605-CB-000025

Forms Save Exit

Summary Detail Parties **Events** Service Hearings Conditions Causes Disposition Time Stds Financial Prot. Orders Warrants

State of Indiana v. Cruella De Ville
Type CB - Court Business

Inactive

Events Previous Next

Date	Type and Comment
05/10/2016	Case Opened as a New Filing
05/11/2016	Motion Filed Request for Trial de Novo
05/11/2016	Notice Issued Notice sent to city attorney and city court of Defendant's Request for Trial de Novo.
05/11/2016	Order Issued The city attorney is directed to file a duplicate infraction and summons with the clerk of the circuit court charging Judicial Officer: Felts, Thomas J
05/11/2016	Follow Up Event City attorney to file charging documentation duplicate to original documents filed initially with the city court Due: 05/26/2016

9. Once the events are entered click on the **Forms** button to create the notice and order.

10. If the Defendant provided a surety bond or cash bond, navigate to the **Bonds** tab and enter it by clicking on the green dollar icon for a cash bond, or the plus sign for a surety bond. The bond must be in an amount that is sufficient to cover the *Trial de Novo* court costs and the city/town court costs (if not already paid previously). ****PLEASE NOTE****, if you have not opened your daily till yet, be sure to do this before proceeding with entering the bond information (**Manage Tills**).

State of Indiana v. Cruella De Ville
Type CB - Court Business

Inactive

Settings

No settings exist for this case.
Click the Add icon to add a new setting.

Cash Bonds

No cash bonds exist for this case.
Click the Add icon to add a new bond.

Surety and Other Bonds

No surety or other bonds exist for this case.
Click the Add icon to add a new bond.

11. In this example we will add a cash bond. The **Add A New Bond** window will appear. The fields outlined in blue are required and will need to be completed, as well as adding a charge in the **Charges on this Bond** section. When adding the charge input the code **NCA** in the code field. If needed, please refer to the [Adding Charges to a Criminal Case](#) cheat sheet. When this information has been added, navigate to the **Payment** tab in this same window.

Add A New Bond

Detail Status Payment

De Ville, Cruella

Cash Bond Received
Clerk's Office

Bond Type: Allen Cash Bond

Bond #

Location: Allen Circuit Court

Comment

Vol Page # Pages

Do not allow bond conversion

Posted: 05/11/2016

Posted At

Arrest Date

Jail Release

Booking #

Court Date

Case #: 02C01-1605-CB-000025

Charges on this Bond

Code	Off Date	Offense	De
NCA	05/11/2016	1. No Charge Applicable	NC

Conditions

Conditions

Add Clear

Save Save/Print Exit



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12. In the **Payment** tab all the fields outlined in blue will need to be completed. Then click on the plus sign icon in the *Transaction Balances* row.

Add A New Bond

Detail Status **Payment**

De Ville, Cruella **Cash Bond Received**
Clerk's Office

Transaction Detail

Receipt # **System Assigned** ☐ Manual
Date **05/11/2016** Type **Bail Registry**
Payment Amount to be Applied **0.00**
☒ Trust/Case Party ☐ Non Case Party
Payor **De Ville, Cruella** Address
Till **Online Credit Card Till (Allen County)**
Comment **re Request for Trial de Novo** ABC

Tender Detail

Method **Cash**
Amount **250.00**

Transaction Balances ☐ Use Manual Distribution

On Behalf Of / Fee	Amt to Apply
De Ville, Cruella	0.00
02C01-1605-CB-000025	0.00
Bond Account	0.00

Totals for this Transaction **0.00**

Save Save/Print Exit

13. The **Select Fee** window will appear – check mark the box for the bond. Then the **Calculate** window will appear – enter the amount of the cash bond then click the **Finish** button.

Select Fee

☒ Allen Cash Bond

Continue Exit

Calculate

Enter the amount for 'Allen Cash Bond' **250.00**

Cancel Finish



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14. You will be returned to the **Add a New Bond** window. The **Amt to Apply** column is now populated with the amount you indicated in the previous window. You can now click the **Save** button.

Add A New Bond

Detail Status Payment

De Ville, Cruella **Cash Bond Received**
Clerk's Office

Transaction Detail

Receipt # **System Assigned** ☐ Manual
Date **05/11/2016** Type **Bail Registry**
Payment Amount to be Applied **250.00**
☒ Trust/Case Party ☐ Non Case Party
Payor **De Ville, Cruella** Address
Till **Online Credit Card Till (Allen County)**
Comment **re Request for Trial de Novo**

Tender Detail

Method **Cash**
Amount **250.00**
Add Additional Tender

Balance **0.00** Tendered **250.00**
Amt Applied **250.00** Applied **250.00**
New Balance **250.00** Change **0.00**

Transaction Balances ☐ Use Manual Distribution

On Behalf Of / Fee

	Amt to Apply
De Ville, Cruella	250.00
02C01-1605-CB-000025	250.00
Bond Account	250.00

Totals for this Transaction **250.00**

Save **Save/Print** **Exit**

15. If you need to enter a surety bond instead of a cash bond, navigate to the **Bonds** tab and select the plus sign in the **Surety and Other Bonds** row.

Surety and Other Bonds

No surety or other bonds exist for this case.

Click the Add icon to add a new bond.

16. The **Add a New Bond** window will appear – the fields outlined in blue will need completed as well as adding a charge. Add a charge by clicking the plus sign in the **Charges on this Bond** row. The charge code to use is **NCA**.

Add A New Bond

Detail Status Surety Payment

De Ville, Cruella **Surety Bond Receive**
Clerk's Office

Bond Type **Allen Corporate Surety Bond** ☐ Collect Bond Fee
Bond #

Location **Allen Circuit Court**

Comment

Vol Page # Pages

☐ Do not allow bond conversion

Posted **05/11/2016**
Posted At
Arrest Date
Jail Release
Booking #
Court Date
Case # **02C01-1605-CB-000025**

Charges on this Bond

Code	Off Date	Offense	Dec
NCA	05/11/2016	1. No Charge Applicable	NC

Conditions

Conditions

Add **Clear**

Save **Save/Print** **Exit**



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17. After completing the *Detail* tab, navigate to the *Surety* tab and click the plus sign. Select the **Party** radio button under the *Surety Detail* section, and then click the picker box icon next to the **Party** field. The **Find A Party** window will appear. You will search for the bond company by clicking the *Business* radio button, enter the company name in the *Business* field, and click the *Search* button. Once you have selected the correct bond company you will then be re-directed back to the **Add a New Bond** screen. Notice that the *Party* field is now filled in. Next, you will enter the amount of the surety bond. The following steps depend on whether the Special Death Benefit fee is collected or not.

**** IF the \$5 Special Death Benefit is NOT received by the Clerk, click *SAVE* and skip to step #18. If the fee IS processed by the Clerk, follow step #17.**

Posted By	Amount	Comment
Roche Surety & Casualty Co	250.00	

Surety Detail

☐ Bond Company ☒ **Party**

Party: Roche Surety & Casualty Co

Amount: 250.00

Comment:

Save Save/Print Exit

18. **IF** the \$5 fee **IS** collected, navigate to the *Payment* tab and complete all the fields outlined in blue. In the *Type* field you will select *Bail Registry*. You will then click the plus sign icon in the *Transaction Balances* row and follow the prompts to enter the amount of \$5. You will then be re-directed back to the **Add a New Bond** screen and you will click **SAVE**.

Transaction Detail

Receipt # System Assigned ☐ Manual

Date: 05/11/2016 Type: Bail Registry

Payment Amount to be Applied: 5.00

☒ Trust/Case Party ☐ Non Case Party

Payor: De Ville, Cruella Address:

Till: Online Credit Card Till (Allen County)

Comment:

Tender Detail

Method: Cash

Amount: 5.00

Add Additional Tender

Balance	Tender
Balance	0.00
Amt Applied	5.00
New Balance	5.00

Transaction Balances ☐ Use Manual Distribution

On Behalf Of / Fee	Amt to Apply
De Ville, Cruella	5.00
02C01-1605-CB-000025	5.00
Bond Account	5.00

Totals for this Transaction 5.00

Save Save/Print Exit



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19. If the circuit court clerk receives the Defendant's payment from the town/city court (see Rule 2(F)(2) or 3(F)(2)), this must be receipted into the *Registry and Trust* account. To do this, navigate to the **Financial** tab and click on the blue *Registry and Trust* link for the Defendant.

02C01-1605-CB-000024

Financial Prot. Orders Warrants Bonds Exhibits Documents Notes State Report Tasks

State of Indiana vs. Cruella De Ville
Type CB - Court Business

Inactive

Group By **Party Type** ☒ Show Categories with no Activity [Print Summary](#)

Party/Financial Category	Current Due	Total Balance	Escrow Balance	Last Activity
No parties are associated with this case.				
Click the Parties tab to add parties to this case.				
Participant/Financial Category	Current Due	Total Balance	Escrow Balance	Last Activity
Plaintiff				
State of Indiana				
Case Fees - Other		0.00	0.00	
Cash Bonds		0.00	0.00	
Registry and Trust		0.00	0.00	
Defendant				
De Ville, Cruella				
Case Fees - Other		0.00	0.00	
Cash Bonds		0.00	0.00	
Registry and Trust		0.00	0.00	

20. Click the plus sign to add the payment in the *Add Registry and Trust Account* window. Complete the fields outlined in blue. Click *Save* when finished.

02C01-1605-CB-000024

Financial Prot. Orders Warrants Bonds Exhibits Documents Notes State Report Tasks

State of Indiana vs. Cruella De Ville
Type CB - Court Business

Inactive

[View Summary](#) [Print Detail](#)

Accounts [Edit Account](#) [View Transactions](#) [Convert](#) [+](#)

Trust Type	On Behalf Of	Taxpayer ID#	Balance
Add Registry and Trust Account			
Type	Registry and Trust Account		
Account Name	Defendant's judgment payment from City Court		
<input checked="" type="radio"/> Case Party <input type="radio"/> Non Case Party			
On Behalf Of	De Ville, Cruella		
Taxpayer ID			
<input checked="" type="radio"/> Case Party <input type="radio"/> Non Case Party			
Payor			
Orders			
Expected Final Disbursement	At Age	Date	
Comment			
Save Exit			



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21. To add a deposit to the account created in step 20, click the green dollar sign, and the *Add a Registry Deposit* window will appear. Complete the fields outlined in blue and click the plus sign in the *Transaction Balances* section.

02C01-1605-CB-000024

Warrants Bonds Exhibits Documents Notes State Report Tasks

State of Indiana vs. Cruella De Ville
Type CB - Court Business

Inactive

View Summary
Print Detail

Accounts

Trust Type On Behalf Of Taxpayer ID# Balance

Registry and Trust Account De Ville, Cruella 0.00

Totals 0.00

Add a Registry Deposit

Transaction Detail

Receipt # System Assigned ☐ Manual

Date 05/26/2016 Type Trust Registry

Amount to be Applied 0.00

☒ Trust/Case Party ☐ Non Case Party

Payor De Ville, Cruella Address

Till

Comment Payment from City Court

Tender Detail

Method Check

Amount 200.00 Ref # 01234

Add Additional Tender

Balance 0.00 Tendered 200.00

Amt Applied 0.00+ Applied 0.00-

New Balance 0.00 Change 200.00

Transaction Balances ☐ Use Manual Distribution

On Behalf Of / Fee Amt to Apply

De Ville, Cruella 0.00

02C01-1605-CB-000024 0.00

Defendant's judgment payment from City Court 0.00

Totals for this Transaction 0.00

Save Exit Save/Print

22. After you click the plus sign the *Select Fee* window will appear. Check mark the box that appears and select continue. The *Calculate* window will appear next. Enter the amount of the deposit and select *Finish*. You will see that the deposit populated the *Amt to Apply* column. Click *SAVE*.

Select Fee

☐ Allen Registry Deposit

Continue Exit

Calculate

Enter the amount for 'Allen Registry Deposit' 200.00

Cancel Finish

Add a Registry Deposit

Transaction Detail

Receipt # System Assigned ☐ Manual

Date 05/26/2016 Type Trust Registry

Amount to be Applied 200.00

☒ Trust/Case Party ☐ Non Case Party

Payor De Ville, Cruella Address

Till

Comment Payment from City Court

Tender Detail

Method Check

Amount 200.00 Ref # 01234

Add Additional Tender

Balance 0.00 Tendered 200.00

Amt Applied 200.00+ Applied 200.00-

New Balance 200.00 Change 0.00

Transaction Balances ☐ Use Manual Distribution

On Behalf Of / Fee Amt to Apply

De Ville, Cruella 200.00

02C01-1605-CB-000024 200.00

Defendant's judgment payment from City Court 200.00

Totals for this Transaction 200.00

Save Exit Save/Print



Odyssey CMS Cheat sheet

23. Filing fees for an infraction/ordinance violation judgment will only be assessed if the trial *de novo* results in a judgment. The filing fees should be assessed to the IF/OV/CM case (when and if created) if a judgment is entered, not to the CB case. Please refer to the [Assessing a Fee and Taking a Payment](#) cheat sheet.
24. Once the prosecutor or municipal counsel files the duplicate paperwork, then a new case can be created. The cheat sheet [Adding a Criminal Case](#) should be followed to create either an infraction, ordinance violation, or misdemeanor case.